

# Retail Application

## Quick Reference Guide



Nurit® 8320 & 8000



# Quick Reference Guide

## Retail Application

### Sale: Credit Card (Swiped)

- > Swipe credit card
- > Press [MENU] to select Credit, if prompted
- > Input last 4-digits of the card # and press [ENTER]
- > Input amount of sale and press [ENTER]
- > Input invoice # and press [ENTER], if prompted
- > Input 1-4 digit Clerk ID and press [ENTER], if prompted
- > Input tip amount and press [ENTER] or press [ENTER] to bypass (Tips CANNOT be added later)
- > Input customer # and press [ENTER], if purchasing card
- > Input tax amount and press [ENTER], if business card
- > Press any key to print second receipt

### Sale: Credit Card (Manual)

- > Input card # and press [ENTER]
- > Input expiration date (MMYY) and press [ENTER]
- > Input amount of sale and press [ENTER]
- > Input invoice # and press [ENTER], if prompted
- > Input 1-4 digit Clerk ID and press [ENTER], if prompted
- > Input tip amount and press [ENTER] or press [ENTER] to bypass (Tips CANNOT be added later)
- > Press [ENTER] if card is present or press [MENU] if it is not
- > Input 3-4 digit verification value from the card and press [ENTER], if prompted

- > Input street # from the address and press [ENTER], if prompted
- > Input zip code and press [ENTER]
- > Input customer # and press [ENTER], if purchasing card
- > Input tax amount and press [ENTER], if business card
- > Press any key to print second receipt

### Sale: Debit Card

- > Press [ENTER] until the terminal displays the DEBIT prompt
- > Swipe card
- > Input amount of the sale and press [ENTER]
- > Input invoice # and press [ENTER], if prompted
- > Input 1-4 digit Clerk ID and press [ENTER], if prompted
- > Input tip amount and press [ENTER] or press [ENTER] to bypass (Tips CAN NOT be added later)
- > Input cash back amount and press [ENTER] or press [ENTER] to bypass, if prompted
- > Have customer enter their PIN code and press [ENTER]
- > Press any key to print the second receipt – paper type must be set to custom for second debit receipt

## Cash Sale

- > Press [ENTER] until terminal displays CASH prompt
- > Input amount of the sale and press [ENTER]
- > Input invoice # and press [ENTER], if prompted
- > Input 1-4 digit Clerk ID and press [ENTER], if prompted
- > Input tip amount and press [ENTER] or press [ENTER] to bypass tips, if prompted
- > Press any key to print the second receipt – paper type must be set to custom for second cash receipt

## Void: Credit Card

- > For 8320 press [VOID] until terminal displays VOID/SALE, VOID/FRCD or VOID/RTRN prompt
- For 8000 press [↓] until the terminal displays the VOID/SALE, VOID/FRCD or VOID/RTRN prompt
- > Swipe card or manually enter credit card # and press [ENTER]
- > Input last 4-digits of the card # and press [ENTER] (swipe only)
- > Input card expiration date (MMYY) and press [ENTER] (manual only)
- > Input amount (including tip amount if previously added) and press [ENTER]
- > Input invoice # and press [ENTER], if prompted
- > Press any key to print the second receipt

**NOTE:** Debit transactions, or any transactions that have batched cannot be voided. The Return function can be used for these instances where monies need to be returned to the cardholder's account.

## Return: Credit Card

- > For 8320 press [RETURN] until terminal displays RETURN prompt
- For 8000 press [↓] until terminal displays RETURN prompt
- > Swipe card or manually enter credit card # and press [ENTER]
- > Input last 4-digits of the card # and press [ENTER] (swipe only)
- > Input card expiration date (MMYY) and press [ENTER] (manual only)
- > Input amount and press [ENTER]
- > Input invoice # and press [ENTER], if prompted
- > Input 1-4 digit Clerk ID and press [ENTER], if prompted
- > Input customer # and press [ENTER], if purchasing card
- > Input tax amount and press [ENTER], if business card
- > Press any key to print the second receipt



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### Return: Debit Card

- > Press [ENTER] until terminal displays DEBIT prompt
- > For 8320 press [RETURN] until terminal displays RETURN prompt
- For 8000 press [ ↓ ] until terminal displays RETURN prompt
- > Swipe card
- > Input amount and press [ENTER]
- > Input invoice # and press [ENTER], if prompted
- > Input 1-4 digit Clerk ID and press [ENTER], if prompted
- > Input authorization # from the original receipt and press [ENTER]
- > Have customer enter their PIN code and press [ENTER]
- > Input time of the sale from the original receipt (HH:MM) and press [ENTER]
- > Input date of the sale from the original receipt (MMDDYY) and press [ENTER]
- > Press any key to print the second receipt

### Verify

- > For 8320 press [VERIFY] until terminal displays VERIFY prompt
- For 8000 press [ ↓ ] until terminal displays VERIFY prompt
- > Swipe card or manually enter credit card # and press [ENTER]
- > Input last 4-digits of the card # and press [ENTER] (swipe only)
- > Input card expiration date (MMYY) and press [ENTER] (manual only)
- > Input amount and press [ENTER]
- > Input invoice # and press [ENTER], if prompted
- > Input 1-4 digit Clerk ID and press [ENTER], if prompted
- > Input tip amount and press [ENTER] or press [ENTER] to bypass
- > Input customer # and press [ENTER], if purchasing card
- > Input tax amount and press [ENTER], if business card



## Forced

- > For 8320 press [FORCED] until terminal displays FORCED prompt
  - For 8000 press [↓] until terminal displays FORCED prompt
- > Swipe card or manually enter credit card # and press [ENTER]
- > Input last 4-digits of the card # and press [ENTER] (swipe only)
- > Input card expiration date (MMYY) and press [ENTER] (manual only)
- > Input amount and press [ENTER]
- > Input invoice # and press [ENTER], if prompted
- > Input 1-4 digit Clerk ID and press [ENTER], if prompted
- > Input tip amount and press [ENTER] or press [ENTER] to bypass (Tips CANNOT be added later)
- > Enter authorization # received via voice authorization or from the Verify receipt and press [ENTER]
- > Input customer # and press [ENTER], if purchasing card
- > Input tax amount and press [ENTER], if business card
- > Press any key to print the second receipt

## Reprint

- > Press the [ALPHA] key
  - > Input daily password and press [ENTER]
- Select one of the options below:
- > Press [3] to print the last merchant receipt, if prompted
  - > Press [1] to print the last customer receipt
  - > Press [2] to print any receipt
    - Press the # that corresponds with the EDC type of original receipt
    - Input transaction # from receipt and press [ENTER]
    - Press [1] for customer copy or [2] for merchant copy

## Add/Edit Clerk Name

- > Press **[MENU]**
- > Press **[2]** to select Merch. Params
- > Press **[8]** to select Ind. Prompts
- > Input daily password and press **[ENTER]**
- > Press **[1]** for clerk mode
- > Press **[2]** to enable (ON)
- > Input 1-4 digit Clerk ID to add or edit and press **[ENTER]**
  - To edit, press **[CLEAR]** to delete letters on screen prior to inputting new letters
- > Press the # that corresponds with the letter you would like to input
- > Press **[ALPHA]** until the letter of choice appears
- > Repeat the previous two steps until full name is input and press **[ENTER]**

## Print Current Batch Report

- > For **8320** press the **[FUNC]** key to access the Function menu
  - For **8000** press the **[F]** key to access the Function menu
- > Press **[1]** to print report
- > Input daily password and press **[ENTER]**, if prompted

## View Batch Information

- > For **8320** press the **[FUNC]** key to access the Function menu
  - For **8320** press the **[F]** key to access the Function menu
- > Scroll to select the REVIEW option
- > Input daily password and press **[ENTER]**
- > Scroll through the summary totals using the **[↑]** and **[↓]** keys
- > Press **[ENTER]** on the summary total of choice to view details of the transactions within that summary
- > Use the **[←]** and **[→]** keys to view details of that specific transaction
- > Use the **[↑]** and **[↓]** keys to move to the next or previous transaction
- > Press **[MENU]** to exit

## Close Current Batch

- > For 8320 press the [FUNC] key to access the Function menu
- For 8000 press the [F] key to access the Function menu
- > Press [2] to start the batch process
- > Press [1] to close all EDC types
- > Press [2] to choose the EDC types to be batched. If prompted, then press [1] to close batch
- > The terminal will settle the batch and print settlement report

## General Functions

### For Nurit 8000

- **POWER ON:** Press and hold the [ON/OFF] key for five seconds
- **POWER OFF:** Press the [F] and [ON/OFF] keys at the same time
- **HOT KEYS:** Press the [F] key at the same time as the # assigned to your Hot Key function
- **FEED PAPER:** Hold down the [F] key while tapping the [CLEAR] key
- **ENTERING ALPHA CHARACTERS:** Press the # that corresponds with the desired letter then press the [ALPHA] key until the letter appears. Repeat these steps until all letters are entered.

### For Nurit 8320

- **FEED PAPER:** Hold down the [FUNC] key while tapping the [ENTER] key
- **ENTERING ALPHA CHARACTERS:** Press the # that corresponds with the desired letter then press the [ALPHA] key until the letter appears. Repeat these steps until all letters are entered.





# MerchantConnect

## The Online Window To Your Payment Processing Account

MerchantConnect is your one-stop destination for online customer service. It contains everything you need to manage your electronic payment activity:

### **My Account**

Manage your account online. View statements, view or update your profile, request new products and track equipment shipments.

### **My Reports**

Provides you with timely and secure accounting information such as deposit summaries, transaction activity, chargeback and retrieval status and more.

### **Support**

Find resource information about transaction processing, industry mandates, product support and practical tips to help improve your bottom line.

**Getting Started Is:  
Fast, Easy, Secure And Free!**  
Go to [www.MerchantConnect.com](http://www.MerchantConnect.com)